

# POLICIES

Policies are Listed Alphabetically:

**Absences** – If your child is absent, whether out sick or you are taking a vacation, there are NO make-ups or tuition adjustments.

**Allergies** - If your child has allergies, you must notify us in writing.

**Application/Registration Process**- Who's on First? does not operate solely on a first-come, first-served basis. Our classes only accommodate a maximum of 12 children daily from September to June and during the summer session. Students range from approximately 2-4.5 years old and we designate a certain number of spaces for each age and gender in order to maintain a well-balanced class. It is important that we have a consistent group dynamic setting as this aspect of our program contributes to its effectiveness.

Please complete the Application Form and Emergency Contact Form and return them with two months' tuition based on your first choice schedule. This tuition will be applied to May and June so no payment will be due the last two months of school. **Your next tuition payment is due August 1st.** There is a one-time \$75 registration fee for new families. Please include this fee at the time of registration if applicable.

We will review your information and determine whether we have an appropriate opening available based on date of submission, your schedule choices, age and gender. If we are able to accommodate your first choice request, your tuition payment will **NOT** be refunded should you decide to cancel registration and is non-transferable.

If we offer you one of your subsequent schedule choices, you are given 24 hours to notify us if you accept this offer at which point we will process your payment. At that time if a difference in tuition is due, you must remit that balance.

**\*\*\*Should you cancel your registration, you will NOT receive a refund for your two month tuition deposit or registration fee. Please see "Cancellations/Withdrawals" below.**

If you accept our offer of a subsequent schedule choice, but prefer one of your priority schedule choices indicated on your application form, we can place you on a wait-list and advise you if an appropriate opening becomes available.

If you do not accept our offer of a subsequent schedule choice and choose to be placed on the wait list for one of your priority schedule choices, you forfeit your spot and there are no guarantees another opening will become available.

**\*\*Once you have reserved your spot, you must decide which tuition option best suits your needs:**

1. **Monthly:** submit 8 checks (September - April). Each check is to be dated the first day of each month (9/1, 10/1, 11/1, 12/1, 1/1, 2/1, 3/1, 4/1) and will be processed accordingly. **These checks are due 8/1.**
2. **Annual:** remit the total amount for the year upfront. This amount is discounted \$225. To calculate this amount:
  - a. Look on the application and find your child's schedule with the "Tuition / Annum" amount.
  - b. Subtract your two month tuition deposit from the "Tuition / Annum" amount. This payment is due 8/1.

**\*\*\*Your deposit and registration fee are NON-REFUNDABLE and NON-TRANSFERRABLE**  
**\*\*\*If you withdraw once the school year has begun, your deposit will be applied to your 60-day's notice.**

### **STEP BY STEP REGISTRATION PROCESS**

1. Submit the following:
  - **Application/Registration Form**
  - **Tuition check** (applied to May and June) in the amount of your first choice schedule.  
This is also your deposit to reserve your child's spot. **This is non-refundable and non-transferable.**
  - **One-time \$75 registration fee** if you are new to WOF. **This is non-refundable.**
  - **The Emergency Contact Form**
2. Wait to hear back from us on placement.
3. Once placement is determined, decide which payment option works best for you and remit by 8/1.
4. Submit your child's **Medical Form** by the first day of class in September.

\* We send a welcome packet over the summer with pertinent information to prepare you for the upcoming school year.

**Birthdays** - To celebrate your child's big day, you may send in goody bags. Please ensure sweets are packaged properly as they will be distributed at dismissal. We do not distribute them during class as many children have allergies or other health issues affected by diet which caregivers must monitor. In class we sing Happy Birthday, make a birthday crown, give out a birthday card and let the birthday boy/girl choose the special free play activity for the day!"

**Calendar** – In our welcome letter (sent before the start of the school year) you will receive a list of holidays we are closed for pertaining to the upcoming school year. We follow the DOE calendar for holidays. **This information is always available on the bottom of the Policies Page of our website for you to refer to.**

**Cancellations/Withdrawals** - In the event of cancellation at any time during the school year, families are required to give Who's on First? a minimum of 60 days' notice. For example, if you advise WOF on *December 5th* that you will be withdrawing your child, you are responsible for January and February tuition in its entirety regardless of whether your child attends the full 60 days. Please also see the section on "Refunds" below.

- J Should you withdraw your child **AFTER** classes begin in September, 60 days' notice is required.
- J The \$75 registration fee is non-refundable. Your deposit of two month's tuition will be applied to the 60 days' notice.
- J Should you cancel registration **BEFORE** classes begin in September, the registration fee and deposit of two months' tuition is non-refundable.

**Closing** - WOF follows the NYC public school schedule for closing due to inclement weather. There are no make-ups due to weather, illness, vacation or COVID.

**Clothing** - Please clearly label coats, sweaters, gloves, hats, scarves - any loose article of clothing. Please pack an extra set of clothes enclosed in a zip-lock bag clearly labeled with your child's name. We will keep these clothes on site and use if necessary at which point they will need to be replaced.

**Dismissal** - In the event someone other than yourself or the individuals named on your contact card will be picking

up your child, you must submit a signed consent notifying us of this change in advance. An email is acceptable.

**Food** - Please pack lunch and/or snacks with a drink in a lunchbox clearly labeled with your child's name.

**Health/Immunizations** - A health form and immunization record must be completed by your pediatrician and returned to us before the first day of class. Who's on First? is to be notified of any change in health information.

**Illness** – If your child is not well, please use your discretion when deciding to keep them home/send them to school. Sending a student to class who is sick will only prolong their illness and spread it to classmates. If a staff member of WOF observes your child to be ill during class time, you will be contacted and must make arrangements to pick-up your child in a timely manner. *Enrolled families:* please refer to your signed COVID consent form for further details.

**Make-up Day** - There are no make-ups.

**Newsletters** - WOF distributes monthly newsletters (typically within the first week of each month) to help keep you informed. They are distributed via email and a hard copy is sent home in your child's folder. Please keep an eye out for this correspondence as it will also include important information pertaining to upcoming events.

**Outdoor Play** - In the warmer months, if the weather permits, we will take the children outside in the garden to draw with chalk, play games, have a picnic and observe nature.

**Parent/Teacher Conferences** - With our small classes, we are able to provide continuous feedback. We schedule parent/teacher conferences per the request of a caregiver and/or at our discretion.

**Refunds**- When registering for the September-June school year, **your May and June tuition payments as well as the registration fee are non-refundable and non-transferable (see Application/Registration Process)**. The Summer camp has a different refund policy. Please refer to the Summer registration form on the website.

**Schedule Changes** – If you decide to change your child's schedule or increase / decrease days we are happy to accommodate you if we have availability. Tuition will be adjusted accordingly.

**Shoes** - Children remove their shoes at drop-off and we help put them back on before dismissal. We ask that each child come to school with easy access shoes: Velcro, zipper or slip-on shoes. Please no laces.

**Sibling Discounts** - There is a monthly sibling discount for each additional child who attends simultaneously.

**Toys** - Please do not send your child to class with any toys unless instructed to do so (show-and-tell). It may be the source of conflict among classmates and may become misplaced or damaged.

**Tuition** – Please also see “Application / Registration Process.” Once you have reserved your spot, you must decide which tuition option best suits your needs:

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  - a. Look on the application and find your child's schedule with the tuition / annum amount.
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**\*\*\*Your deposit and registration fee are NON-REFUNDABLE and NON-TRANSFERRABLE.**

**\*\*\*If you withdraw once the school year has begun, your deposit will be applied to your 60-day's notice.**

**Wait-list** – If we cannot accommodate your first choice schedule and you choose to be placed on the wait-list, we will notify you if an appropriate opening becomes available. If you register but have a preference for a different schedule, we can place you on the wait-list for your preferred schedule.

**\*All Policies are subject to change and will be posted on our website immediately.**